

Executive Assistant, Government Affairs

Position Title: Executive Assistant, Government Affairs

Reports to: EVP, Federal Affairs & Policy

EVP, External Government Affairs & Industry Relations

Position Summary:

The American Hotel & Lodging Association is seeking an Executive Assistant for Government Affairs to perform a wide variety of executive-level administrative tasks in support of the EVP, Federal Affairs & Policy and EVP, External Government Affairs & Industry Relations.

Responsibilities:

- Provides executive level support and handles confidential matters for both Government Affairs EVP's and others in GR Department
- Manages, organizes and coordinates EVP schedules to allow for rapidly changing priorities
- Maintains schedule of administrative responsibilities of EVP's and the department, including personnel reviews, staff meetings.
- Coordinates travel arrangements for both Government Affairs EVP's.
- Process expense reports
- Assists in the preparation of information and materials for EVP's for Board of Directors meetings.
- Provides support for the Legislative fly in – attending and providing administrative support as needed
- Plans and coordinates GR Department meetings and events
- Develops draft presentations, edits and refines PowerPoint presentations and handouts for meetings and assembles materials to be distributed for the meetings
- Work collaboratively with the CEO and executive leadership team administrative support team as needed
- Organizes and coordinates department wide meetings and strategic planning meetings.
- Communicates with other departments to maintain positive internal relations, and to obtain needed information and support.

Education and Experience:

- Bachelor's Degree required
- 5 - 7 years: *Minimum of 5 years of senior level administrative support experience is required
- Advanced knowledge of administrative support functions is required
- Advanced Microsoft Office and computer (Outlook, Word, Excel and PowerPoint) skills required

Skills and Attributes:

- Excellent oral and written communication skills; team player with a high level of professionalism, self-motivation, and positive attitude.
- Detail oriented individual with exceptional organizational and time management skills with the ability to multi-task and prioritize work assignments.
- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong project management skills.
- Knowledge of trade association structure
- Customer-service focused.

Other:

- Position located in Washington, DC area.
- Hybrid - 3 days in office (Mon-Wed. or Tue-Thurs.).

Interested applicants can apply by sending their cover letter and resume to hr@ahla.com.

AHLA is an equal opportunity employer. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you help us grow into a stronger, more inclusive organization. We celebrate diversity and are committed to creating an inclusive environment for all employees.

EOE